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CP AND PC CAREER PLANNING AND PLACEMENT CENTER

NEWS

A Publication from the Career Planning & Placement Center

Volume V, No. 7

PRAIRIE VIEW A&M UNIVERSITY

September 1974

ANNOUNCING TWO ADDITIONS TO THE DIVISION OF CAREER EDUCATION

As a result of the reorganization of the Department of Career Planning and Placement Services, a major division in the area of academic affairs was established—the Division of Career Education and Placement Services. Mr. Brutus N. Jackson is Director of this new Division.

Effective June 1, 1974, the Division of Career Education and Placement Services made two new additions to the staff.

Miss Carla Chambers was appointed Associate Director for Career Education. Miss Chambers will be responsible for designing, developing, and implementing a full program for the University in Career Education.

Miss Mavis M. Dedmon was appointed Associate Director for University Placement Services. Miss Dedmon will be chiefly responsible for complete Placement Services in the area of teacher and school employment.

Both young ladies have some very interesting information we're sure you will need in preparing your future career. Stop by the Placement Center today and let them help you develop your career.

A special invitation to visit the Placement Center is also extended to the faculty and administration as we are continuously striving to warrant your confidence and solicit your support and assistance for our students.



MISS CARLA CHAMBERS



MISS MAVIS DEDMON

SUMMER HIRES COMMENDED

Four students enrolled in the Division of Industrial Technology with a major option in Drafting & Design were employed at Collins Radio in Dallas, Texas for the summer, 1974. A special note commending the four students was issued from an executive of their department who also conveyed his congratulations to the fine instructors at Prairie View A&M University, with deepest appreciation expressed to Mr. Charles Edwards, Jr., for their assistance in helping to develop the skills of these four gentlemen while at P.V.

Congratulations to Mr. Dewey Brigham, Mr. Wayne Edwards, Mr. Lafayette Randle and Mr. Garry Williams. Hopefully, the fine work they have done will be an inspiration to other students while reading this article—for the discovery of one's talents and skills so early in a career can make for greater success in later years.

WHAT STUDENTS SHOULD KNOW ABOUT INTERVIEWING

Interviewing for a job is one of the first—and most important—things you will do as you enter the business world. Your future will depend on the impression you make. Although interviews vary from company to company, there are a few basic steps that you need to know to make sure you get off on the right foot.

The Career Planning and Placement Center would like to reiterate the importance of all of your interviews, especially your first. We are continuously working to make our Center a workable one for you at all times.

Listed below is some basic information that will be helpful to you as you begin interviewing for your position in the business world:

HOW TO GET READY FOR AN INTERVIEW:

1. Know Where You Want To Go. First, figure out what you really want to do. Be specific. Make a list of exactly what you want, and of what you don't want. If you're having trouble deciding, look at your past for clues. Education, summer jobs, hobbies, clubs . . . all can suggest motivations. In addition, get help from your counselor. An interview won't be successful until students have some idea of what they're after.

2. Know All You Can About The Company. We're sure you are told this over and over. However, we'd like to tell you again. Because it's important. Reading "the literature" will tell you all kinds of things about a company... its corporate personality, its job openings and what they're like, its benefits, on and on. Having to answer this type of question in an interview wastes time. The interviewer may also wonder about your initiative as a candidate.
3. Know The Routine Of An Interview. Students who don't have any idea what's going to happen in the interview won't be relaxed, and won't present their natural personality. Our answer to this problem is to discuss this with your counselor. Another solution might be to find a friend who's had a few interviews and ask what they were like. We even suggest a role playing exercise with the friend as the interviewer.

FOLLOW-UPS HELP FOLLOW-THROUGH

The Placement Center is important to more people in more ways than ever before. The quality of placement operations is broad, a little too broad, and right now is a good time for the marginal office to present a studied and strongly argued case for better support to the entire Prairie View A&M University family.

Just about all the basic data of the placement process is useful, now only to students but others. Faculty members need exposure to a kind of employment market they might have never known. Program planners need every clue to the future they can muster.

Placement information, however, is only as good as the follow-up process and the comparability of the results. Our placement address file is a fundamental resource and everyone should contribute to the update. We continuously ask that students update their files and keep our office abreast of the results of interviews they make or jobs they take.

The Career Planning and Placement Center—in dealing with the business and professional world—is obliged to serve the entire campus by meriting the confidence and support of our constituency... YOU.

QUESTIONS MOST FREQUENTLY ASKED IN INTERVIEWS

It's impossible to rehearse your role in an up-coming interview because you don't know exactly what questions will be asked. However, most interviews follow a rather simple question-and-answer technique. Here are a few questions usually asked during a job interview:

1. Why do you think you want to work for our company?
2. In what school activities were you interested? Why?
3. What courses did you like best? Least? Why?
4. What do you know about our company?
5. Why do you think you would like this particular job?

6. What do you think determines a man's or woman's progress in a good company?
7. Why do you think you are qualified for this job?
8. Do you prefer working with others or by yourself?
9. What do you expect to be doing five years from now?
10. What kind of boss do you prefer?
11. What salary do you expect?

PRAIRIE VIEW UNIVERSITY CAREER EDUCATION PROGRAM

Career Education at Prairie View assists the student in understanding the changing complexity of today's world, as it relates to his major. Additionally, it exposes the students to numerous occupations and provides activities that will assist him in determining the occupational role for which he is best suited.

Mrs. Carla (Chambers) Jackson, who is directly responsible for the operation of the Career Education program, has divided the program into three operational phases:

- A. Life Planning—which helps the student realize that his future is in his own hands and devises a method or process of planning for the future.
- B. Occupational Selection Process—designed to help students focus their activities on specific occupational options and to give them a clear picture of what is needed to gain satisfying employment in occupations of their choice.
- C. Resume Writing and Interviewing—focused on giving students tips on how to "stand out" from the masses of other applicants, how to apply for a position, how to write a resume, what to expect in a rigorous interview, interview follow-up and how to handle rejection.

Mrs. Jackson is available for assistance and to answer any further questions to students and faculty members. Her office is located in the Placement Center in the basement of the Student Memorial Center.

TEN DO'S AND DON'TS FOR THE INTERVIEW

1. Do be on time; making sure that you have the correct time and location of the interview.
2. Do be prepared to respond to "off-guard" questions like: "Why do you want to work for our company?" or "Tell me about yourself."
3. Do enter the room with a smile, and greet the interviewer by his name, if you know it. If you are unsure of the pronunciation, do not "mess over" the name.
4. Do remember that it is unethical to smoke or chew gum, unless you're invited to do so by the interviewer.

5. **Do** ask a few questions about the company, as they unfold along the line of conversation. This will assure the interviewer that you are genuinely interested in the company. However, don't ask so many that you will appear a complete "bird-brain"!!!
6. **Don't** sign up for interviews that you're not sure you are interested in or that you may not be able to make. This is an annoyance to everyone involved.
7. **Don't** front the interviewer. Be yourself. Most recruiters can spot a phony immediately. This includes limiting your vocabulary to terms that you are sure that you understand the meaning of.
8. **Don't** become nervous or panicky over personal questions. If you reside with one parent, say so. Some of the world's greatest citizens and leaders are products of broken homes or of illegitimate birth. Being honest can only reveal maturity and a positive self-evaluation.
9. **Don't** overdress for the interview. This is as distasteful as "under-dressing". Your clothes and mannerisms can say a lot for you, or against you.
10. **Don't** expect to be hired "on the spot". Some recruiters or interviewers will not let you know, right away, if you're going to be hired. Normally, you will be contacted, at a later date, through the mail.

APPLYING FOR A JOB WITH LETTERS AND RESUMES

DO'S AND DON'TS IN PREPARING THEM

When you submit a resume to a prospective employer, the covering letter which accompanies it is just as important as your resume. Take time in preparing your letter. If possible, begin by revealing that you have some familiarity with your would be employer's business. Quickly relate yourself to that business. Here are some tips about covering letters.

LETTERS MUST BE:

- Individually typed.
- Slanted toward what you can offer an employer, not what you think he should be offering you.
- Addressed, whenever possible, to an individual along with his correct title.
- Spelled, punctuated and paragraphed correctly.
- Written in your own words and in conversational language.
- Hand-signed over typed signature.
- Written on good quality paper.
- Brief, concise and to the point.
- Closed with a direct request for some sort of action. Normally this would be a request for an interview appointment.

LETTERS MUST NOT BE:

- Stilted in language or phrasing.
- Gimmicky in an attempt to be original or clever.
- Repetitive—Containing information covered in your resume.
- Lofty in tone—indicating you will be doing the company some great favor by "considering" a position. What you want, of course, is to be considered.
- Loaded with constant use of the word "I".
- Heavy on salary scale demands if you are a beginner.
- Excessively emphatic about your "reliability", capacity for hard work or intelligence. This kind of self-appraisal is best understated. The appearance and tone of your letter and resume can say more about you than you can gracefully say about yourself.

Resumes need not be individually typed. They may be duplicated in any convenient way. There are three basic types of approaches for resumes:

1. **CHRONOLOGICAL**—lists past employment by dates, in order with the most recent experience listed first.
2. **FUNCTIONAL**—consisting of a selection from your total experience of only those parts which relate to the job you are seeking.
3. **ANALYTICAL**—designed to show that you possess skills, abilities and training to handle

DO'S AND DON'TS

DO:

Decide on a chronological, functional or analytical approach and remain consistent within this framework.

Omit all personal pronouns. Use outline form or start sentences with an active verb in the past tense (like—directed, supervised, etc.)

Lay out a format which makes use of white space surrounding copy for emphasis. Make sure it has eye appeal.

Date resume at bottom.

Indicate that references are available through your Placement Office.

DON'T:

Make it too detailed.

List all your duties as though it were a job analysis.

Go into detail about work below your top level.

Waste space by listing names and addresses of individual references.

Show inconsistency by mixing up different formats or types of presentation.

RECRUITING SCHEDULE

September 26, 1974

Union Carbide
Houston, Texas
Flour Engineers and Constructors
Houston, Texas

September 27, 1974

Union Carbide
Houston, Texas
Mostek Corp.
Carrollton, Texas
Internal Revenue
Austin, Texas
Penzoil Company
Houston, Texas
Dept. of the Army Corps of Eng.
Omaha, Nebraska

October 1, 1974

Ratt and Whitney Aircrafts
East Hartford, Connecticut

October 2, 1974

Austin Industries
Dallas, Texas

October 3, 1974

The Bendix Company
Kansas City, Missouri
Dept. of the Navy
Arlington, Virginia

October 4, 1974

Sperry Flight Systems
Phoenix, Arizona
Texaco, Inc.
Houston, Texas
Sun Oil Co.
Philadelphia, Pennsylvania
Tenneco, Inc.
Houston, Texas
Dow Chemical
Freeport, Texas
Dept. of the Navy
Arlington, Virginia

October 7, 1974

Diamond Shamrock Corp.
Cleveland, Ohio
Universal Oil Products Co.
Des Plaines, Illinois

Shire Brothers, Inc.
Evanston, Illinois
Otis Engineering Co.
Dallas, Texas

October 8, 1974

Bechtel Corp.
Houston, Texas
State Farm Insurance
Bloomington, Illinois
Brown and Root
Houston, Texas

October 9, 1974

J. Ray McDermott and Co.
Hudson Engineering Corp.
Houston, Texas
Rohm and Haas
Philadelphia, Pennsylvania
Republic National Bank of Dallas
Dallas, Texas
Naval Weapons Center
China Lake, California

October 10, 1974

Xerox Corporation
Dallas, Texas
Consolidated Edison Co.
New York, New York
Tenneco, Inc.
Houston, Texas
Westinghouse Electric
Pittsburgh, Pennsylvania
Natural Gas Pipelines
Chicago, Illinois
Ralph M. Parsons
Los Angeles, California
Proctor and Gamble
Cincinnati, Ohio

October 11, 1974

Detroit Edison
Detroit, Michigan
Proctor and Gamble
Cincinnati, Ohio
Gulf Oil US
Houston, Texas

October 14, 1974

Firestone Tire and Rubber
Akron, Ohio

Jefferson Chemical
Houston, Texas
Singer/Simulation
Binghamton, New York
Stran-Steel Corporation
Houston, Texas

October 15, 1974

Chevron Oil Co.
New Orleans, Louisiana
Colgate-Palmolive Co.
Kansas City, Kansas
Goodyear Tire and Rubber
Akron, Ohio
International Paper Co.
Mobile, Alabama
North Carolina Dept. of
Transportation and Highway Safety
Raleigh, North Carolina
Atlantic Richfield Co.
Los Angeles, California
Phillips Petroleum Co.
Bartlesville, Oklahoma
Battelle-Northwest
Richland, Washington

October 16, 1974

Baltimore Gas and Electric
Baltimore, Maryland
Cities Service Company
Tulsa, Oklahoma
Burrough Corporation
City of Industry, California
Bethlehem Steel Corporation
Bethlehem, Pennsylvania

October 17, 1974

Control Data Corporation
Minneapolis, Minnesota
Honeywell, Inc.
Minneapolis, Minnesota
General Electric
Dallas, Texas
Union Oil Co. of California
Palatine, Illinois
IBM
Atlanta, Georgia
Ford Motor Company
Dearborn, Michigan
Jet Propulsion Laboratory
Pasadena, California